

Multifamily Tenant Characteristics System (MTCS)



**Transmission Information Report Guide
September 1999**

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1. Summary

The *Transmission Information* reports are useful tools for PHA's to determine if their data was successfully transmitted to MTCS.

This guide helps users to:

- Access *Transmission Information* reports
 - Understand MTCS report data fields
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- * HUD and PHA staff can access all transmission information and all error notifications on the Internet via MTCS.
 - * The *Submission Status Report* is only available via the Internet; it is not available on SprintMail.
 - * This guide is for the *Transmission Information* reports and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access Transmission Information Reports

From the *MTCS Main Menu*,

- Use your mouse to click on the words '**Transmission Information**'

Transmission Information

A box that prompts for a mailbox ID appears on your screen.

- Enter the **HA Mailbox ID** that belongs to the transmission reports you would like to view
- Click '**OK**'

The *Transmission Report Selection Menu* appears on your screen.

2.1 Transmission Report Selection Menu

The *Transmission Report Selection Menu* includes information about the PHA's transmission:

- Processing date
- Creation date
- Result
- Total forms
- Error free forms
- Error forms
- Report type buttons (i.e., Status, Error, Analysis, Rejected)

To access the *Submission Status Report*, click on the **Status** button that corresponds with the processing date of your choice.

To access the *Error Report*, click on the **Error** button that corresponds with the processing date of your choice.

To access the *Error Analysis Report*, click on the Analysis button that corresponds with the processing date of your choice.

- * The **Rejected** button on the *Transmission Report Selection Menu* shows the number of files that do not comply with the MTCS flat file format. For example, submissions such as *.exe. or *.doc files.

3. Submission Status Report

The *Submission Status Report* is a verification tool that indicates the number of Form HUD- 50058's accepted. If your submission contains fatal errors, MTCS posts error notifications on MTCS or sends them to your SprintMail mailbox.

Data Field	Business Rule
HA Mailbox ID	PHA mailbox where MTCS sends the Error Report Owner/HA Mailbox ID from the header record
Submitter ID	HA ID of the PHA or vendor that submitted the Form HUD-50058 data to MTCS Service/Return Mailbox ID from the header record
Creation Date	Date that the PHA created the 50058 data file
Creation Time	Time that the PHA created the 50058 data file
Receipt Date	Date that MTCS received the PHA's 50058 data file
Receipt Time	Time that MTCS received the PHA's 50058 data file
Processing Date	Date that MTCS processed the PHA's 50058 data file
Last Update Date	Date that MTCS updated the information in the database with the transmitted 50058 data
Number of Forms Received	Total number of Form HUD-50058s that MTCS received in the HA transmission
Number of Forms with Fatal Errors	Total number of Form HUD-50058s that contained any fatal errors
Total Fatal Errors	Total number of fatal errors in the HA transmission
Number of Forms with Old Effective Date	Total number of Form HUD-50058s with an effective date of action earlier than what is currently stored in the MTCS database
Number of Forms with Warning Errors	Total number of Form HUD-50058s that contained any warning errors
Number of Error Free Forms	Total number of Form HUD-50058s that did not have any fatal or warning errors
Total Warning Errors	Total number of warning errors in the PHA transmission
Number of Public Housing Records	Total number of Public Housing records transmitted
Number of Indian Low Rent Records	Total number of Indian Low Rent (line 1d equals B and project code associated with L) records transmitted
Number of Indian Mutual Help Records	Total number of Indian Mutual Help (line 1d equals B and project code associated with M) records transmitted
Number of Certificate Records	Total number of Certificate records transmitted
Number of Voucher Records	Total number of Voucher records transmitted
Number of Mod Rehab Records	Total number of Moderate Rehabilitation records transmitted
Number of Manufactured Home Records	Total number of Manufactured Homeowner records transmitted
Number of FSS Records	Total number of FSS records transmitted
Number of Other Records	Total number of other records transmitted

4. Error Report

The *Error Report* is a correction tool that contains detailed information about fatal errors that occur in a transmission of Form HUD-50058 data to MTCS. If your PHA receives fatal errors, review the *Error* report to identify the type and description of the error. You must fix all fatal errors in your transmission and resubmit the family's data to MTCS.

Data Field	Business Rule
HA Mailbox ID	PHA mailbox where MTCS sends the Error Report Owner/HA Mailbox ID from the header record
Submitter ID	HA ID of the PHA or vendor that submitted the Form HUD-50058 data to MTCS Service/Return Mailbox ID from the header record
Creation Date	Date that the PHA created the 50058 data file
Creation Time	Time that the PHA created the 50058 data file
Receipt Date	Date that MTCS received the PHA's 50058 data file
Receipt Time	Time that MTCS received the PHA's 50058 data file
Processing Date	Date that MTCS processed the PHA's 50058 data file
Last Update Date	Date that MTCS updated the information in the database with the transmitted 50058 data
Item Number	Sequential number of detected error
Field Number	Form HUD-50058 field in error
Edit Number	The number that corresponds to the errors listed in the Form HUD-50058 Technical Reference Guide
Error Message	Statement that describes the error and corresponds to the field and edit numbers
Error Resolution	Statement that describes how to fix the error identified in the error message
Rec Nmbr in Error	Number that identifies which record in the transmission contains the error Every PHA Form HUD-50058 transmission software package assigns each record transmitted a number in chronological order

Data Field	Business Rule
Section	Record type that contains the error <ul style="list-style-type: none"> • (1) Basic • (2) Family • (3) Income • (4) Public Housing • (5) Indian Mutual Help • (6) Certificates • (7) Voucher • (8) Moderate Rehabilitation • (9) Manufactured Homeowner Renting the Space • (10) FSS
Field in Error	Form HUD-50058 field that contains the error
Field Contents	Information that the PHA transmitted in the field
HOH SSN	Head of Household's (HOH's) Social Security Number (line 3n) from the Form HUD-50058
First Name	HOH's first name (line 3c) from the Form HUD-50058
Last Name	HOH's last name (line 3b) from the Form HUD-50058
Project Nbr <i>Public Housing only</i>	Project number where the family resides (line 1d, 1e, 1f, 1g)

5. Error Analysis Report

The *Error Analysis Report* is a management tool that summarizes the fatal and warning errors in a PHA's transmission. If your PHA receives fatal and warning errors, review data fields in the *Error Analysis Report* to identify the type and frequency of specific errors that appear in a transmission.

The *Error Analysis Report* only gives a sample of a warning error from your transmission, the first warning error that MTCS encountered. Since MTCS accepts records with warning errors, you do not need to resubmit data for a family that had only warning errors.

Data Field	Business Rule
HA Mailbox ID	PHA mailbox where MTCS sends the Error Report Owner/HA Mailbox ID from the header record
Submitter ID	HA ID of the PHA or vendor that submitted the Form HUD-50058 data to MTCS Service/Return Mailbox ID from the header record
Creation Date	Date that the PHA created the 50058 data file
Creation Time	Time that the PHA created the 50058 data file
Receipt Date	Date that MTCS received the PHA's 50058 data file
Receipt Time	Time that MTCS received the PHA's 50058 data file
Processing Date	Date that MTCS processed the PHA's 50058 data file
Last Update Date	Date that MTCS updated the information in the database with the transmitted 50058 data
Frequency of Fatal Errors	Section Heading
Seq #	Item number in the Error Analysis Report Used to list the different errors in the fatal error section
Field #	Form HUD-50058 field in error
Edit #	The number that corresponds to the errors listed in the Form HUD-50058 Technical Reference Guide
Freq	Number of times a specific field and error number appears in the PHA transmission
% of Total	Percent that the specific field and error number appears in the PHA transmission out of total fatal errors Number of times fatal error occurred divided by total number of fatal errors in transmission
Sample Fatal Error	Subheading
Project # <i>Public Housing only</i>	Project number where the family resides (line 1d, 1e, 1f, 1g)
SSN	Head of Household's (HOH's) Social Security Number (line 3n) from the Form HUD-50058
Last Name	HOH's last name (line 3b) from the Form HUD-50058
Rec #	Number that identifies which record in the transmission contains the error <u>Note:</u>

Data Field	Business Rule
	Every PHA Form HUD-50058 transmission software package assigns each record transmitted a number in chronological order
Field Contents	Information that the PHA transmitted in the field
Error Message	Statement that describes the error and corresponds to the field and edit numbers
Total Number of Fatal Errors	Total number of fatal errors in the transmission
Frequency of Warning Errors	Section Heading
Seq #	Item number in the Error Analysis Report Used to list the different errors in the fatal error section
Field #	Form HUD-50058 field in error
Edit #	The number that corresponds to the errors listed in the Form HUD-50058 Technical Reference Guide
Freq	Number of times a specific error code appears in the PHA transmission
% of Total	Percent that the specific error code appears in the PHA transmission out of all total warning errors Number of times warning error occurred divided by total number of warning errors in transmission
Sample Fatal Error	Subheading
Project # <i>Public Housing only</i>	Project number where the family resides (line 1d, 1e, 1f, 1g)
SSN	HOH's Social Security Number (line 3n) from the Form HUD-50058
Last Name	HOH's last name (line 3b) from the Form HUD-50058
Rec #	Number that identifies which record in the transmission contains the error <u>Note:</u> Every PHA Form HUD-50058 transmission software package assigns each record transmitted a number in chronological order

Data Field	Business Rule
Field Contents	Information that the PHA transmitted in the field
Error Message	Statement that describes the error and corresponds to the field and edit numbers
Total number of Warning Errors	Total number of warning errors in the transmission